







INTRODUCTION

Reading Blue Coat School is a leading independent day school for students from ages 11 to 18.As at September 2023, the School has circa 800 students and has welcomed our fist co-educational intake into Year 7 with the intention of being a fully co-educational independent day school from September 2027 onwards. The School will continue to be co-educational between the ages of 16 and 18.

The School was founded in 1646 by Richard Aldworth, a Master of The Skinners' Company, and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital. In 1947, Reading Blue Coat School moved to the magnificent estate of Holme Park in the Berkshire village of Sonning, where it remains today.

The ethos of the School derives from its Christian foundation and traditions, fostering care and concern within the community and enabling all students to develop their full potential. The School aims to provide a stimulating and friendly atmosphere in which each student can realise his or her full intellectual, physical, and creative potential. Students are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and co-curricular activities that combine to meet these objectives.

The School employs more than 200 salaried staff, of whom about 50% are academic. Reflecting the character of our co-educational sixth form, nearly half of our academic staff are female.



FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, which will be located on Crossrail, with fast train service across London. Set in 46 acres of land for students to enjoy, the facilities are very well maintained, and the School continues to invest in the site to add to an impressive infrastructure of buildings.

Planning permission has been obtained for a new Performing Arts Centre.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all students should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual students to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics in Year 7, in Languages in Year 8, and Science in Year 9. Geology is also a thriving subject. In Year 11, all students take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All students take a GCSE in Religious Studies (full course) in Year 10.







In the Sixth Form students can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a weekly schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge students and the School's Learning Support Department ensures that students with specific learning needs are supported effectively. The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment.

2023 academic results were impressive; the results were amongst Blue Coat's best with 74.4% achieving A*- B at A level, and at GCSE 78.1% gaining Grades 9 to 7.

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 78% go to the Russell Group Plus universities. Each year over 75% of our students attain places at their first choice university, whilst others are successful in securing future learning opportunities in their chosen career.

PASTORAL

Pastoral care, focused on the individual, is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system, within the framework of the House system. In September 2021, we increased our houses from four to six: Aldworth, Hall, Malthus, Rich, Norwood and West.

All students are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and for personally overseeing the development of their character and intellectual curiosity. At the heart of the School are the values of aspiration, courage, compassion, integrity and service and all activities seek to re-enforce these. The House system enables students to take part in activities that foster the development of these ideals through a variety of opportunities that include dance, drama, music, public speaking and sport.



DRAMA, MUSIC & THE ARTS

Reading Blue Coat has a reputation for drama and musical performances of the highest quality, with an extensive programme of performances throughout the year. Students' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School, all students are auditioned for the choir and many learn a musical instrument. The School Musical or Play is one of the highlights of the cultural calendar and there are further opportunities to perform on stage throughout the academic year. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, and exhibitions that take place throughout the year.

SPORT

The School has a strong reputation for the high quality of its sporting teams. Sport plays a key role in developing every student's potential whist embodying the principles of Respect, Belief, Commitment and Sportsmanship (team RBCS). Sports are coached to a very high level while providing for, and encouraging those, for whom participation rather than excellence is important.

The core sports are athletics, cricket, football, netball, hockey, rowing, and rugby. The School competes with great success at local, regional, and even national level. We have recent national competition winners in rowing and cross country running, and cricketers, netballers and rugby players who have been selected to international age group teams and gone on to play professionally. Other sports on offer include cross country, golf, tennis, swimming, and touch rugby.





ACTIVITIES

The activities programme is designed to enable students to develop practical and social skills such as communication, leadership, and teamwork. Reading Blue Coat offers a number of exciting options from which students can choose for their weekly activities session, including Adventure Education, Combined Cadet Force (Army, Navy, RAF), Duke of Edinburgh Award Scheme, Model United Nations and Enterprise Champions.

COMMUNITY

Reading Blue Coat students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646.

In recent years the School has greatly enhanced its links with the wider community under what is now called the Aldworth Partnership. One example is the Primary Schools Placement programme which gives students the opportunity to assist with tuition in English, Maths and Modern Foreign Languages in local primary schools. We also have our own community garden which produces fresh produce for a local foodbank charity and our students have recently begun a project to convert a horse trailer into a community café.

Internationally the School has a strong relationship with the charity Brass for Africa and our students support their work amongst disadvantaged children and young people in Uganda through music. As the Aldworth Partnership continues to grow, the long-term aim is that all Blue Coat students have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.



Further information is available on the School's website at www.rbcs.org.uk

SEE ALSO THE GOOD SCHOOL GUIDE:

https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school

AND MUDDY STILETTOS SCHOOLS REVIEW GUIDE:

https://berkshire.muddystilettos.co.uk/kids/school-reviews/reading-blue-coat-sonning/





THE MAINTENANCE DEPARTMENT

The Head of Property is responsible to the Bursar for capital project work at the School, oversight of planned and reactive maintenance delivered by the team and generally supporting school activities where appropriate (e.g. events etc). The School comprises of:

- 790 pupils and over 200 staff
- A 46-acre riverside campus
- Approximately 500,000 sq. ft. of floor space in 30 or so buildings
- The infrastructure and plant associated with the above.
- Turnover is approximately fifteen million pounds per annum.

The Head of Property will work closely with the Bursar and the Governors to plan and deliver capital projects at the School, from smaller in-house projects to large projects with external professional advisors and contractors to support delivery. The role will play a very significant role in the design and building of a number of exciting new projects that are being planned at the School.

In addition, the role has overall responsibility for planned and reactive maintenance and will line manage the Maintenance Manager who, with their team, has direct responsibility for day-to-day maintenance as well as supporting on projects delivered 'in-house'.

The Maintenance team consists of the hands on Maintenance Manager and three other skilled operatives. In addition, the Maintenance team make use of external contractors where work is not able to be delivered in house.

The Head of Property will work closely with the Bursar and Deputy Bursar, as well as the Health and Safety Manager and Domestic Operations Manager (who both report to the Deputy Bursar). There are also Facilities and Housekeeping teams and the Head of Property will also work closely with the IT Services team. The Head of Maintenance has an annual budget in excess of £200,000, as well as significant capital budgets for improvements, significant repairs; and major capital expenditure (agreed in conjunction with the Bursar).



For an informal telephone conversation about the role, contact Thomas Tabrah, Bursar, on 0118 944 1005 or email bursar@rbcs.org.uk

LINE MANAGER:

The Bursar.

DEPARTMENT:

Maintenance Department.

DIRECT REPORTS:

The Bursar.

CONTRACT STATUS

Permanent full-time contract commencing as soon as possible. The first six months of service is served as a probationary period.

SALARY

Salary will be in the range of £55,000 to £60,000 per annum depending on experience and qualifications Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.



MAIN PURPOSE OF THE JOB

The Head of Property will report directly to the Bursar and will perform the following duties:

- Support the Bursar in the design, planning, implementation and contractual arrangements for all building refurbishment and construction projects, whether delivered externally or in house.
- Manage the Maintenance Manager to ensure that all School buildings are maintained to a high standard and fully compliant.
- Work closely with the rest of the Operations team at the School to ensure that the buildings and facilities are all suitable and appropriate for use and that the Maintenance team support events and activities where appropriate.
- Ensure that the School has a responsive and capable Maintenance Team that is focused on delivery.

As part of a small team, from time to time, the Head of Property may need to be hands on and have the ability and attitude to work alongside the Maintenance Team as required.

Key Tasks and Responsibilities:

Strategic Management

- Work with the Bursar and the Governors on the development and implementation of a Property Masterplan for the School over a rolling 10-year time period.
- Manage and provide the strategic and technical lead on all aspects of the property portfolio, ensuring
 the School complies with all relevant legislation and ISI Regulations (and keeping up to date on
 these thereon).
- · Proactive engagement and management of professional contractor and consultant services.

Project Management

- · Working with the Bursar, Deputy Bursar and Governors (where appropriate):
 - o Prepare business cases, feasibility, and option studies for material sized projects.
 - Tender, award and manage major project contracts to deliver the estates masterplan, to include obtaining planning permission, liaison with the School's architects, surveyors, professional consultants, planners and other advisers and the supervision and monitoring of all contracts.
 - o Manage and monitor procurement to ensure the best value for money (quality and cost).
 - Act as client representative, alongside the Bursar (and any appointed Project Manager appointed), on major capital estates projects, delivering to time, budget and required standards.

Contract and Financial Management

- Work with the Deputy Bursar and Health & Safety Officer to plan programmes of work and to ensure that any disruption to School activities is minimized.
- Manage sub-contractors ensuring the Health & Safety and Safeguarding requirements are met, ensure new contractors are appropriately vetted.
- Ensure that the Managing Contractors Policy' and associated procedures are being implemented, and the necessary documentation is being provided, requested and retained in accordance with the Clients Duties as set out in Construction Design Management (2015) Regulations, approving any documentation where required.
- Maintain cost controls and to identify variations to specifications and quality on building projects.
- Maintain files, including all of the construction details, materials, drawings, operations manuals and specifications.
- Working with the Maintenance Manager, prepare and manage the Maintenance and Building Projects Budgets.
- Calculate and compare costs for goods and services to achieve maximum value for money as well as
 managing, monitoring and reporting on the financial performance of contracts (where relevant to the
 role).

Building Maintenance and Compliance

- Ensure best practice management of the estate of buildings including management of suppliers/contractors, consultants, financial performance and project delivery.
- Together with the Maintenance Manager, ensure the completion of annual maintenance inspections, servicing and condition surveys for each building and equipment contained within.
- · Setting standards, processes and procedures to effectively maintain statutory compliance across the School buildings estate.
- Ensure practice and procedures meet requirements for business continuity and that robust processes are in place for disaster recovery within the remit of the role.
- Working with the Maintenance Manager, supervise lighting, heating and ventilation of buildings and ensure they are appropriate for all users of the School's buildings.

Health and Safety

- · Working with the Health and Safety Manager and the Deputy Bursar (and the Maintenance Manager where appropriate) to:
 - o Ensure that all School buildings are safe and secure at all times and adhere to both Health and Safety requirements and ISI guidelines (ISSRs) for the health and well-being of staff, pupils and visitors.
 - o Where relevant to the role, ensure that the School properly discharges its duties under its Health and Safety Policy, the Health and Safety at Work Act, COSHH Regulations and any other relevant statute, regulation or directive.
 - o Ensure that contractors operate safely in accordance with these same statutes, regulations and directives.
 - Attend termly Health and Safety Committee meetings.
 - o Develop a strong Health and Safety culture in the Maintenance Team (supported by in house or external training) and for any property related projects.
- The postholder will be expected to serve as one of the School's Fire Officers, investigating fire alarm alerts and reacting appropriately as detailed in the School's fire prevention measures.
- Where appropriate to a building project, ensure all obligations of the client under the CDM regulations are met including the appointment of the principal designer and principal contractor.

Utilities, Materials, Tools, Plant Machinery and Maintenance Contracts

- With the Maintenance Manager and Deputy Bursar (where appropriate):
 - o Oversee the purchase and safe storage of materials and tools.
 - o Ensure the production of and compliance with all site technical logs and maintenance procedure manuals in order to facilitate effective management, supervision, work quality, instruction and training.
 - o Control and execute maintenance contracts for the equipment owned/rented by the School (including firefighting and alarm systems).
 - o Manage implementation of energy saving initiatives and regular monitoring of utility usage. Initiate investigation of any areas of concern.

Sustainability

- · To assist the Bursar and Governors in developing a long-term sustainability vision and plan for the School buildings.
- Ensure that where possible all projects and refurbishments are as sustainable as possible considering return on investment for the School.

Leadership and Management

- Working with the Deputy Bursar, Health and Safety Manager and Maintenance Manager, ensure robust arrangements are in place to respond effectively to
 maintenance problems, security issues, emergencies or other callouts at all times, including School holidays, overnight and at weekends. The post holder is
 expected to be part of the rota of second line call out response.
- Serve on duty for some School events (opens days, prize giving, annual ball and other events) and ensure that all events have appropriate support from the Maintenance Team as required.
- Devise work programmes and holiday schedules to maintain a smooth and consistent operation of the team in line with the business needs of the School.
- Working with the Maintenance Manager to:
 - o Ensure the Maintenance Team is properly managed with a positive working culture and environment and a focus on delivery.
 - o Establish a performance management culture with a clear focus on effective staff appraisal and commitment to professional development.
 - o Ensure staff under your control are properly trained including updates as appropriate to their role.
 - o Ensure underperformance, misconduct and capability issues are addressed in a timely and effective way.
- · The completion of any other reasonable tasks commensurate with the post as appropriate and as directed by the Bursar.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.







HEAD OF PROPERTY

This person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

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Knowledge, Experience and Qualifications	Essential	Desirable
Proven experience managing capital projects from small (delivered in house) to large (delivered by external contractors).	V	
A good knowledge of commonly used standard building contracts.	~	
Experience of working in the education sector.		V
Recent experience of management of buildings.	v	
Experience of managing teams, including those including tradespeople.	v	
Experience of working with external contractors and service providers.	v	
Working knowledge and experience of Building Management Systems.	✓	
Successful track record in budget management.	v	
Excellent knowledge and understanding of, and commitment to, Health & Safety, including CDM (2015) and that relating to fire, water and asbestos.	V	
Experience of using CAD.		V
Health and Safety qualification such as NEBOSH or IOSHH.		V
A current Driving license.	v	
Safer Recruitment Training (training will be provided).	v	
A record of Continuous Professional Development will be expected along with a commitment to keep professional knowledge up to date.		V
Educated to degree level or a good qualification in project management, mechanical, electrical or engineering subjects/vocations.	~	
Attended relevant courses and training to keep abreast of changing legislation and regulations.	~	
Substantial experience of managing projects from conception to completion.	v	
Competencies	Essential	Desirable
Proactive, self motivated individual with ability to manage own workload and that of others.	V	
Proven leadership and management skills and to have successfully led multi- disciplinary teams.	~	
Ability to communicate at all levels, both written and verbal, in order to deal with a variety of people.	V	
Ability to work under pressure, prioritise and meet tight deadlines.	v	
Flexible approach to the tasks within their and the requirements of the School.	v	
Willingness to work occasional evenings/weekends.	v	
Be available for out of hours emergency callouts on a rota alongside others in the maintenance team.	~	

Closing date for applications: 09:00 on Wednesday 31 January 2024.

Applications should be submitted by School employment Application Form, which can be downloaded from our website "Vacancies" page www.rbcs.org.uk/vacancies/

This should be submitted with your letter of application, by email to: $\underline{\textbf{recruitment@rbcs.org.uk}}$

Contact for questions about the application process should be addressed to Mrs Inga Gregory, Head of HR, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email: rig@rbcs.org.uk



PLACE OF WORK

Reading Blue Coat School, Sonning on Thames, Berkshire.



Lunch and refreshments are provided free by the School.



Free membership of the School Sports Centre with access to fully equipped gym and swimming pool.



EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Confidential independent support service available to staff when you most need it.



WORKING HOURS

Full-time (40 hours per week), from 08:00 to 16:30, Monday to Friday, with 30-minute meal break, all year round. We also welcome applications from suitable candidates who wish to work part time hours. Additional hours will be required for the delivery of co-curricular activities; school events; open evenings; parents' evenings; etc.



Free Car parking is available on site.



LEAVE ENTITLEMENT

28 days' paid annual leave plus 8 public holidays, increasing to 30 days after two years' service. 3 days from the annual leave entitlement must be retained for the period between Christmas and New Year during which the school is closed. This entitlement is pro-rated for part-time staff.



Tax-free Cycle to Work Scheme is offered by salary sacrifice.



PROFESSIONAL DEVELOPMENT

Strong commitment to support professional development with a dedicated people development budget.



PENSION

Membership of the RBCS Group Personal Pension Scheme (employee contribution of 5% of salary and employer contribution is 8% of salary.



CAR SCHEME

Leased cars scheme offered by salary sacrifice affording large savings.



THE BLUE COAT BENEFIT HUB

Through the Blue Coat Benefit Hub you can access discounts, rewards, and perks on thousands of the brands that you love to shop with including travel; motoring; electronics; clothing; education; entertainment; restaurants; health and wellness; beauty and spa; insurance; sports and outdoors.

DISCOUNTS



Employee car scheme offered by salary sacrifice affording large savings on new cars.



Reduction in RBCS school fees for employees' children school fees offered after 6 months service: 50% reduction for all full time staff, pro-rated for part time staff.



Fees (from 1 September 2023) are £6,655 per term.

All staff, both teaching and support, form part of a qualified and experienced team, which functions at its best in being mutually supportive in a common goal: to provide the best possible education for all Blue Coat pupils.

Relationships between staff and pupils at Blue Coat are often remarked upon by visitors and parents for being warm, relaxed and mutually respectful.

Click on the link to find out more about some of our staff. Can you see yourself as part of the Blue Coat team?

www.rbcs.org.uk/the-school/meet-the-staff/



GETTING HERE

BY CAR

We are located in the village of Sonning-on-Thames, just off the A4, between Reading and Twyford.

We are about 15 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Reading. At the roundabout by the flyover take the third exit (A4) towards Maidenhead. Follow the dual carriageway over the next roundabout and up the hill. Over the railway bridge, turn left into Sonning Lane. The School is about ½ mile on the left.

BY BUS

The School and village of Sonning is served by local bus services 128 and 129 (operated by Courtney) from Reading to Wokingham.

Also by service 850 (operated by Arriva Bus) from High Wycombe, Marlow, Henley, Twyford to Reading. Alight at the junction of Sonning Lane and Bath Road, from where it is a short walk.

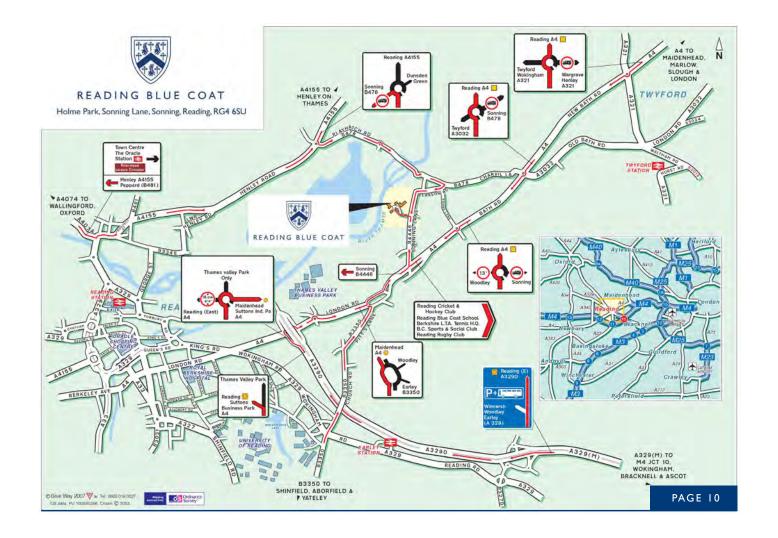
BY TRAIN

Our nearest rail links are at Reading central station (mainline to London, Wales and the West), which is about 5 miles from the School (about 15 minutes by taxi).

We are also served by local stations at Twyford, which is about 3 miles away (about 10 minutes by taxi), and at Earley, which is about 4 miles away (about 15 minutes by taxi).



For information, call Reception: 0118 944 1005



ONE READING BLUE COAT

our community

